

Criteria Definitions for Statewide Long-term Air Transportation Assessment and Market Analysis

Scoring Criteria 1: Qualifications/Expertise of Firms on Team

Min pts 0 : Max pts 20

- A. Include the following items:
- Provide a listing of all firms on your proposed team;
 - List the type(s) of expertise that each firm on your team can provide;
 - How long has each firm on your team provided these type(s) of expertise;
 - For each firm on your proposed team, provide the number of employees within the state of Washington (including the Greater Portland Metropolitan Area). Also, provide the number of employees that each firm on your proposed team has nationwide; and
 - Provide organization chart of your proposed team and include the respective roles that each firm will provide for the team.
- B. Include the following items:
Provide listing of each team member's offices within the state of Washington (including the Greater Portland Metropolitan Area), include the total number of employees within each location and the types of expertise that is available at each location.
- C. Include the following items:
Has the prime consultant worked with proposed sub-consultant(s) on similar projects in the last three years? If yes, provide name of the project, each firm's role on the project and the dates the services were performed. Limit examples to one project for each sub-consultant firm.
- D. Include the following items:
Provide table identifying current availability of key staff and resources for each firm on the proposed project team. The availability of staff must be identified as hours available per month for the length of the project, not in percentages of time available.
- E. Include the following items:
Provide a list of up to three (3) projects that each firm on your project team has completed within the last three (3) years. The project(s) must demonstrate the required expertise needed for this project. Include the work/services provided on the project(s) and the approximate amount received for each project.

Scoring Criteria 2: Qualifications of Proposed Project Manager

Min pts 0 : Max pts 20

- A. Include the following items:
Provide up to three examples for the proposed Project Manager that demonstrates his/her prior experience as a Project Manager on WSDOT or similar projects. Include the date(s) of each project; the name of the client/organization for each project; list the project manager's responsibilities and tasks on each project.

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- B. Include the following items:
Demonstrate the Project Manager's familiarity with relevant state and federal regulations and/or procedures.
- C. Include the following items:
Provide up to three examples of the proposed Project Manager's ability to manage all of the following within a project:
- Project schedule;
 - Scope of work/scope creep;
 - Budget issues; and
 - Changes that arise throughout the life of the project.
- D. Include the following items:
Provide listing of professional licenses/accreditations for the proposed Project Manager; include the year that each license/accreditation was received. Please include the licenses that were obtained in the State of Washington only.

Scoring Criteria 3: Key Team Members Qualifications (Prime Consultant and Sub-Consultants)

Min pts 0 : Max pts 20

- A. Include the following items:
- List each key team member's role/responsibilities on your proposed team;
 - For each proposed key team member, provide up to three examples of prior relevant projects. Include the name of project(s); dates of the project(s); and roles/responsibilities for each team member on those project(s); and
 - For each key team member on your proposed team, demonstrate his/her understanding of WSDOT and/or public agency regulations/procedures.

Scoring Criteria 4: Firm's Project Management System (Prime Consultant Only)

Min pts 0 : Max pts 20

- A. Include the following items:
- Describe your firm's Quality Assurance/Quality Control processes;
 - Describe your firm's tracking system(s) to monitor the project's budget and/or scope;
 - List your firm's scheduling program. Identify the type of software and list up to three projects where the proposed Project Manager(s) have utilized this software;
 - Describe your firm's process for interacting with your internal project team; and
 - Describe your firm's ability to provide interaction with your client and/or stakeholders.

Scoring Criteria 5: Project Delivery Approach

Min pts 0 : Max pts 20

- A. Include the following items:
- How does your firm develop a work plan for this project;
 - Who is involved with the decision making process for the development of the work plan;
 - Describe each of the elements of the proposed work plan for this project; and
 - Describe how your work plan addresses contingencies that may arise during the project.
- B. Include the following items:
Describe your approaches to resolve issue(s) within the project team; client(s) and stakeholders.
- C. Include the following items:
Provide assumptions for work breakdown structure, e.g. WSDOT vs. consultant deliverables.
- D. Include the following items:
Identify any key issues and critical milestones for the project.

Scoring Criteria 6: References/Past Performances (Prime Consultant Only)

Min pts 0 : Max pts 20

- A. Include the following items:
Provide a minimum of three (3) with a maximum of five (5) performance evaluations for either WSDOT projects, Non-WSDOT projects, or a combination of both that are either currently active projects or that has a project completion date within the last three (3) years.

If your firm currently has performance evaluations on file with WSDOT, and you wish to utilize those evaluations, please state in your submittal that you wish to use the performance evaluations that WSDOT has on file for your firm and either refer to each WSDOT Y-agreement number or list each Performance Evaluation by Client.

Performance Evaluations on WSDOT projects:

If you wish to have a Performance Evaluation completed on a WSDOT project, please contact the WSDOT project manager and have them complete WSDOT's internal Filemaker Pro form 272-019 "Performance Evaluations – Consultant Services." The completed form must be received no later than the submittal due date.

Performance Evaluations for Non-WSDOT projects:

If your firm does not have performance evaluations on file with WSDOT, it is necessary to have an evaluation of past performance completed by a client. A copy of the performance

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evaluation form completed by clients must be returned to the Consultant Services Office by fax from the client, no later than the submittal due date. A copy must also be submitted by your firm enclosed in Packet B. You are required to use the WSDOT provided form and have it completed by your client. We will not accept your client version of a performance evaluation form. The WSDOT version of the evaluation form may be obtained by clicking on the link "Performance Evaluation Completed by Reference" which can be found on the main web page for this advertisement.

Scoring Criteria 7: Disadvantaged Business Enterprise Program (Prime Consultant Only)

Min pts 0 : Max pts 0

SPECIAL PROVISIONS DBE REQUIRED STATEMENTS – 49 CFR PART 26 (11/19/01)

Policy: It is the policy of the Department of Transportation (DOT) that Disadvantaged Business Enterprises (DBE's) as defined in 49 CFR Part 26 shall have the maximum opportunity to participate in the performance of contracts financed in whole or in part with Federal funds under this agreement. Consequently, the DBE requirements of 49 CFR Part 26 apply to this agreement.

DBE Obligation: The prime consultant or sub-consultant shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy, as the recipient deems appropriate.

Prompt Payment: The prime consultant agrees to pay each sub-consultant under this prime contract for satisfactory performance of its contract no later than ***(specify number of days as defined in WSDOT's DBE plan)*** days from the receipt of each payment the prime consultant receives from the recipient. The prime consultant agrees further to return retainage payments to each sub-consultant within than ***(specify number of days as defined in WSDOT's DBE plan)*** days after the sub-consultant's work is satisfactorily completed. Any delay or postponement of payment from the above referenced time frame may occur only for good cause following written approval of the recipient. This clause applies to both DBE and non-DBE sub-consultants.

(Note: The above prompt payment statement is sample language. If different than above, recipients should use the clause as provided in their DBE Plan in accordance with 49 CFR Part 26.29)

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WSDOT's overall DBE goal for fiscal year 2005 is 4.45% of the total amount of the federal share of the project. Consultants are encouraged to meet or exceed this goal. However, SOQ's will not be evaluated based on DBE participation.

Bidders List: The bidder shall submit the name, address, DBE status, age, and gross receipts of all firms bidding or quoting subcontracts on DOT-assisted projects. The attached form may be used to report this information.

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Bidders List

All firms bidding or quoting on subcontracts for this
DOT-assisted project are listed below.

<u>Firm Name</u>	<u>Address</u>	<u>Certified DBE (Y or N)</u>	<u>Age of Firm</u>	<u>GRS * -</u>

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Note: This form is not necessary if the recipient establishes a bidders list using another methodology (e.g., statistically sound survey of firms, widely disseminated request of firms to report information to the recipient, etc.) as defined in the recipient's DBE plan.

*GRS – Annual Gross Receipts

Enter 1 for less than \$1 million

Enter 2 for more than \$1 million, less than \$5 million

Enter 3 for more than \$5 million, less than \$10 million

Enter 4 for more than \$10 million, less than \$15 million

Enter 5 for more than \$15 million.